

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE**

**Schedule No.** 2322  
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**Agency**  
College Savings Plans of Maryland

**Division/Unit**

Item No.	Description	Retention
1.	<b>Enrollment Forms</b> <ul style="list-style-type: none"> <li>Enrollment applications with information on payments to MPCT. Includes all online and paper enrollment forms.</li> </ul>	Retain in agency for four years and until all audit requirements have been fulfilled, then transfer to State Records Center for 33 years, then destroy.
2.	<u>Refunds / Rollovers</u> <ul style="list-style-type: none"> <li>Letters to account holders regarding refunds due to cancellation, reimbursement or overpayments;</li> <li>Rollover documentation sent to account holders or financial institutions.</li> <li>Copy of check, letter to customer and all additional back-up materials.</li> </ul>	Retain in agency for four years and until all audit requirements have been fulfilled, then transfer to State Records Center for 33 years, then destroy.
3.	<b>Disbursement Letters to Colleges</b> <ul style="list-style-type: none"> <li>Copy of payments to colleges, including check, letter to customer and all additional back-up materials.</li> </ul>	Retain in agency for four years and until all audit requirements have been fulfilled, then transfer to State Records Center for seven years, then destroy.
4.	<b>Lock Box Payment Journals</b> <ul style="list-style-type: none"> <li>Daily journal listing of College Savings Plans of Maryland customer's payments sent directly to its PO Box (Suntrust Bank) via coupons or payments stubs.</li> </ul>	Retain in agency for four years and until all audit requirements have been fulfilled, then transfer to State Records Center for 28 years, then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date 12/14/04

Signature Joan Marshall

Typed Name Joan Marshall \_\_\_\_\_

Title Executive Director \_\_\_\_\_

Schedule Authorized by State Archivist

Date FEB 03 2005

Signature Edward C. Saperstein

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

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**Agency**

College Savings Plans of Maryland

**Division/Unit**

**Item  
No.**

**Description**

**Retention**

5.

Cash Receipts

- Copies of checks received from account holders.

Retain in agency for four years and until all audit requirements have been fulfilled, then transfer to State Records Center for 28 years, then destroy.

6.

Marketing and Advertising Files

- RFPs and responses for advertising, call center and fulfillment vendors.
- Management files.
- Marketing budgets & invoices.
- press releases, publications and marketing materials.

Retain in agency for four years and until all audit requirements have been fulfilled, then transfer to State Records Center for five years, then destroy.

7.

"InTuition" Reports – Records Administration Reports.

- Vendor contracted to manage record-keeping prior to being brought in-house.

Retain in agency for four years and until all audit requirements have been fulfilled, then transfer to State Records Center for four years, then destroy.

8.

Payroll Registers

- Listing of biweekly payments for all permanent and contractual employees.

Retain in agency for four years and until all audit requirements have been fulfilled, then transfer to State Records Center for ten (10) years, then destroy.

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**Agency**

**Division/Unit**

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
9.	Corporate Purchasing Card Documentation  Corporate Card statements and all back-up documentation.	Retain in agency for four years and until all audit requirements have been fulfilled, then transfer to State Records Center for 10 years, then destroy.
10.	Vendor Invoices  Copies of all invoice transmittals that have been sent to GAO for approval.	Retain in agency for four years and until all audit requirements have been fulfilled, then transfer to State Records Center for 10 years, then destroy.